

Baldwin County Opioid Settlement Funding Process

1. Application Intake

- Receive completed application form.
- Confirm the following fields are complete:
 - Organization name and contact information
 - Federal EIN
 - Organization type (501(c)(3), governmental entity, etc.)
 - Program description and target population to be served
 - Requested funding amount
 - Budget table (3–5 line minimum)
 - Description of expected benefits to County systems
- Verify nonprofit status and good standing using EIN.
- Log application into tracking sheet.

2. Eligibility & Completeness Review

- Confirm program aligns with adopted *Eligibility and Program Standards*.
- Confirm organization provides services within Baldwin County.
- Ensure application is complete; request missing items if needed.

3. Scoring & Review

- Score application using the County's rubric:
 - Alignment with eligible uses – 40 points
 - Community need – 40 points
 - Benefit to County systems – 20 points
- Minimum score to be considered for funding: 70 points.
- Document scoring and reviewer notes in tracking sheet.

4. Award Determination

- Identify recommended award amount.
- Confirm availability of settlement funds.
- Prepare summary for Commission consideration.
- Once approved, proceed to award agreement.

5. Award Agreement Execution

- Insert award amount, term, and scope of work.
- Include required clauses:
 - Annual reporting obligation of the Commission

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- Payment contingent on available funds and compliance
- Right to suspend payments for non-reporting or improper expenditures
- Attachment A must include:
 - Approved budget
 - Required documentation of services
 - Records retention requirement (for a period of not less than three (3) years from termination or expiration of an award agreement)
 - Statement that funds must be used exclusively for opioid-related interventions, within Baldwin County
- Obtain signatures from organization and Commission.

6. Disbursement of Funds

7. Program Performance and Financial Reports

- Six-month interim report & Ten-month report
- Must include:
 - Number of individuals served
 - Services provided
 - Challenges and adjustments
 - Budget-to-actual expenditures
- Description of direct/indirect benefits to County systems
- Number of individuals who received training, or attended public information sessions
- Number of individuals who received educational, program outreach materials.
 - Log receipt of each report in tracking sheet.
 - Follow up on missing or incomplete reports.

8. Annual Reporting (County Obligation)

- Compile quarterly data for state-required annual report.
- Confirm total funds received, interest earned, and expenditures.
- Coordinate with Finance for year-end reconciliation.
- Submit report in required format once state confirms deadline.

9. Annual Renewal Review

- Conduct review at least 3 months before agreement end date.
- Assess:
 - Performance against scope of work
 - Compliance with reporting
 - Expenditure alignment with approved budget
- **Renewal is not guaranteed**; based on performance, compliance, and available funds.